

CITY OF EL PASO, TEXAS
DEPARTMENT HEAD'S SUMMARY REQUEST FOR COUNCIL ACTION (RCA)

DEPARTMENT: El Paso Water Utilities

AGENDA DATE: 07/12/05

CONTACT PERSON/PHONE: El Paso Water Utilities, Fred Loweree, (915) 594-5501

DISTRICT(S) AFFECTED: N/A

SUBJECT:

APPROVE: Personal Services Contract for IT Personnel

BACKGROUND / DISCUSSION:

Renewal of IT Contracts.

PRIOR COUNCIL ACTION:

Has the Council previously considered this item or a closely related one? If so, when?

No

AMOUNT AND SOURCE OF FUNDING:

Already funded for FY/05

Fund Source: 702-730

BOARD / COMMISSION ACTION:

Enter appropriate comments or N/A

*******REQUIRED AUTHORIZATION*******

LEGAL: (if required) _____

FINANCE: (if required) _____

OTHER: _____

(Example: if RCA is initiated by Purchasing, client department should sign also)

Information copy to appropriate Deputy City Manager

APPROVED FOR AGENDA:

CITY MANAGER: _____

DATE: _____

RESOLUTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the City Manager be authorized to sign a Contract between the **CITY OF EL PASO** and **JOSE A. GRANILLO, JR.**, to assist the El Paso Water Utilities as a GIS Administrator at an hourly rate of \$28.06 for 40 hours per week. The term of the contract shall be for the period of July 20, 2005 through July 19, 2006.

APPROVED this _____ day of July, 2005.

THE CITY OF EL PASO

John F. Cook
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:

Robert D. Andron
General Counsel, EPWU

STATE OF TEXAS)
)
COUNTY OF EL PASO)

PERSONAL SERVICES CONTRACT

This contract entered into by and between the **CITY OF EL PASO**, a home rule municipal corporation hereinafter referred to as "City," and **JOSE A. GRANILLO, JR.**, hereinafter referred to as "Employee," witnesseth:

WHEREAS, the City, on behalf of the El Paso Water Utilities, desires to employ the Employee as a GIS Administrator; and,

WHEREAS, Employee possesses the skills to render said employment to the City.

NOW, THEREFORE, the parties hereto mutually agree as follows:

1. SCOPE OF SERVICES. Employee shall perform the services found in Attachment A, attached and made a part hereof, under the terms and conditions hereinafter stated, and the Employee hereby accepts and agrees to perform such services for the El Paso Water Utilities, in El Paso, Texas. Contract Employee agrees to adhere to all relevant rules and policies of the El Paso Water Utilities.

2. TIME OF PERFORMANCE. The services of Employee are to commence on or about July 20, 2005 and be completed by July 19, 2006.

3. COMPENSATION AND METHOD OF PAYMENT. Employee shall be paid hourly at the rate of Twenty-Eight and 06/100 Dollars (\$28.06) for forty (40) hours per week. Employee is classified as an exempt employee under the FSLA and is not eligible for overtime pay. The full time contract employee named in this Agreement shall be eligible for the following benefits:

A. The City's Insurance Plans. The full time contract employee named in this Agreement who is currently enrolled in any of the City's insurance plans shall be eligible to continue to participate in and receive the benefits of those Plans in the same manner as similarly situated full time regular City employees. If Employee is not

currently enrolled in any insurance plan, he shall be entitled to enroll in accordance with the provisions of those Plans as they may be amended from time to time.

B. The City's Pension Plan, in accordance with the provisions of the Plan. Election to participate in the City's Pension Plan must be made at the time of signing of this contract.

C. All paid holidays authorized by the El Paso City Council.

D. Accrual of vacation and sick leave in accordance with City of El Paso Civil Service Rules and Procedures. Employee shall be entitled to begin work as a contract employee with the total sick leave and annual vacation time he or she has accrued with the City as a beginning balance as of the date of this Agreement. Seniority for future accrual of vacation leave will be based on number of years of continuous City service immediately prior to the signing of this Agreement.

E. Deferred Compensation Plan in the same manner as similarly situated full time regular City employees.

F. Civil and Military leave in accordance with City of El Paso Civil Service Rules and Procedures.

G. Tuition Assistance Program under the terms of the City of El Paso's Policies/Procedures.

The City will provide no other fringe benefits. Employee agrees that at no time will he make a claim against the City for more than the rate provided under the terms of this contract.

4. AMENDMENT OF AGREEMENT. This Agreement may not be modified or amended except by an instrument in writing signed by the parties hereto or pursuant to any City Ordinance authorizing contract amendments.

5. LOCATION OF PERFORMANCE. The place where such services are to be

performed is in the El Paso Water Utilities, City and County of El Paso, State of Texas, or such other places as may be directed by the City in order to fulfill the terms of this Contract.

6. LAW GOVERNING CONTRACT. For purposes of determining the place of the Contract and the law governing the same, it is agreed that the Contract is entered into in the City and County of El Paso, State of Texas, and shall be governed by the laws of the State of Texas. Venue shall be in the courts of El Paso County, Texas.

7. COMPLETE AGREEMENT. This agreement constitutes and expresses the entire agreement between the parties hereto in reference to the personal services of the Employee for the City, and in reference to any of the matters or things herein provided for, or hereinbefore discussed or mentioned in reference to such services, all promises, representations and understanding relative thereto herein being merged.

8. TERMINATION. Either party may terminate this contract without cause after ten (10) days written notice to the other party of the intention to terminate this contract, or at any time by mutual agreement of the parties. Should the City have cause to terminate this agreement or if Contract Employee is in breach of this contract, the contract may be terminated immediately upon written notification to the Contract Employee of the cause for termination. As a member of the unclassified services for the City, Employee is subject to removal from his or her position pursuant to Section 6.2-3 of the Charter. Employee acknowledges that Employee has no right of appeal with respect to termination of his or her employment.

9. MISCELLANEOUS. The City shall provide such office space for Employee as is necessary, in the sole determination of the City, for Employee to carry out his duties under this Contract.

10. NOTICE. Any notices required under this contract shall be sufficient if sent by Certified Mail, Return Receipt Requested, postage prepaid, to the City or the Employee

at the following addresses:

CITY: City of El Paso
El Paso Water Utilities Department
Attn: General Manager
1154 Hawkins Boulevard
El Paso, Texas 79925

EMPLOYEE: Jose A. Granillo, Jr.

IN WITNESS WHEREOF the parties have executed this agreement at El Paso,
Texas this _____ day of July, 2005.

CITY OF EL PASO, TEXAS:

EMPLOYEE:

Joyce A. Wilson
City Manager

Name: Jose A. Granillo, Jr.
SSN:

Approved as to Content:

Approved as to Form:

Edmund G. Archuleta
EPWU General Manager

Robert D. Andron
General Counsel, EPWU

ATTACHMENT A SCOPE OF DUTIES STATEMENT

GIS ADMINISTRATOR

(EPWU CONTRACT POSITION)

Summary

Under direction, manage and coordinate the operation and applications of geographic information systems (GIS) hardware and applicable software.

Typical Duties

Develop and implement computerized mapping system. Involves: directing design stages of initial system development; overseeing the distribution, interfacing and interaction of hardware and software components; establishing and enforcing procedures and standards for system operation; developing standard data formats and data entry procedures; preparing security and auditing procedures for accessing system programs in cooperation with network administrator.

Instruct and provide technical and operational support to system end users. Involves: meeting with users and information services staff to define and implement appropriate applications; coordinating project and work schedules in accordance with project requirements and priorities; providing guidance to users by arranging for or engaging in training programs; troubleshooting system processes to resolve malfunctions.

Analyze information processing needs and recommend acquisition or upgrade of system hardware and software. Involves: maintaining inventory of system computers and components; evaluating hardware, software, and current operating practices and procedures, and recommending improvements as necessary; preparing cost estimates, bid specifications and evaluating vendor responses.

Supervise assigned technical staff in the creation, maintenance and production of digitized map products. Involves: scheduling, assigning, and reviewing work; conducting employee training and development; enforcing personnel rules and regulations, standards of conduct, work attendance, and safe work practices.

Perform related professional and managerial duties as required. Involves: participating in planning committees; serving as liaison to City departments, public agencies and other organizations which share system resources; substituting for supervisor during absences if delegated to maintain continuity of services and operations and similarly substituting for subordinates; preparing contracts with outside entities, if required.

Jose A. Granillo Jr., P.G.



Education:

- 2004 M.S., Geophysics**
University of Texas at El Paso, El Paso, Texas
- 1995 B.S., Geophysics, Minor: Physics.**
University of Texas at El Paso, El Paso, Texas.

Summary of Employment:

- 4/99-Current GIS Administrator**, El Paso Water Utilities, El Paso, Texas.

Responsibilities include develop and implement computerized mapping systems. Directing design stages of initial geographic information system development; oversee the distribution of spatially compatible geographic layers, interface and interaction of hardware and software components; transform and project geographic layers; translate and correct raw data into spatial data sources for interpretation and interpolation models; geoprocess and geocode address components; establish and enforce procedures and standards for system operation and compatibility; develop standard data formats and data entry procedures; preparing security and auditing procedures for accessing system programs in cooperation with the network administrator; recommend acquisition or upgrade of system hardware and software. Supervise and participate in the processes of data acquisition and data interpretation of water networks, waste water networks, geologic, remote sensing, and geophysical field projects. Provide spatial analysis and 3D analysis and interpretation to water resources under investigation. Analyze and translate information pertaining to water and waste water geometric models. Instruct and provide technical and operational support to geographic information systems and global positioning systems end users. Supervise assigned technical staff in the creation, maintenance and production of digitized map products. Organize and direct management information analysis; conduct feasibility studies, summarize findings, and recommend action; develop and implement GIS applications using relational databases; collaboratively analyze problems requiring application of engineering theory, computer modeling or geological analysis; supervise, train and evaluate assigned personnel.

- 10/98-5/99 GIS Coordinator**, University of Texas El Paso, El Paso, Texas.

Responsibilities included scheduling and coordinating user system access and activities in the Geosciences department; training users in operation of geographic information systems software pertaining to geophysical and geological methods; participated in the acquisition and processing of geophysical data using resistivity, gravity, magnetics, and seismic methods provided analysis and information processing needs, upgraded GIS and GPS hardware and software; develop interfaces between system hardware and software; addressed operational problems and computer system failures. Prepared, analyzed and interpreted satellite image data.

- 3/97-4/99 GIS Specialist**, El Paso Water Utilities, El Paso, Texas.

Responsibilities included maintain and update databases using GIS computer aided drafting and other software; reading and interpreting source documents and legal descriptions; assembling aerial photos into mosaics; perform map research in the field and in the office to resolve conflicting information and ensure the accuracy of the data; modified maps using GIS, Remote Sensing and CAD software; Used GPS field data collection equipment to collect water, waste water, geology and well data; created customized ArcView projects, views and layouts for use by end users. Guided and directed others in the use of Geographic Information Systems and GPS field data collection. Applied 2D and 3D analysis for ground water models; prepared GIS metadata, reports, charts, graphics or other documents. Programmed personal computer executables to produce address queries, asset searches, and graphic files. Transferred graphical and non-graphical information from existing documents to standard spatial data formats.

Publications:

1. Classification and Application of Impervious and Pervious Surfaces using Integrated Remote Sensing and GIS Technologies, Proceedings of the ASPRS 2003 Annual Conference, May 5-9, Anchorage, Alaska. 10 p.
2. Classification of Impervious and Pervious Surfaces and Their Application on Environmental and Water Use Analysis, Using Integration of Remote Sensing and GIS . International Journal of Remote Sensing (In Review).
3. Irrigated Agriculture Fields Classification, Using Integrated Remote Sensing and GIS Technologies, and IKONOS and TM/ETM+ Imagery. ISPRS Journal of Photogrammetry and Remote Sensing (In Review).

Notable Activities:

1. Assembled a quasi-government agency team of GIS professional representatives in the El Paso region to establish the regional GIS consortium Paso del Norte Mapping for Public Access (PdNMaPA). October 1999, El Paso, TX.
2. Examples of Applications of Integrated Remote Sensing and GIS Technologies to Water-Related Problems in Far West Texas, GSA abstracts with programs Vol. 34, No. 3, March 2002, GSA Southeastern/North-Central Section Meeting (36th), April 11-12, Alpine, TX.
3. Examining Water Supply with GIS Technology, Texas Water Law Institute; October 3-4, 2002, Austin, TX.
4. Integrating High-Resolution Imagery with GIS for Mapping Irrigated/Non-Irrigated Landcover. ESRI International User Conference 2003, Water Resources, July 8-12, 2002, San Diego, CA.
5. TSPE/TSPS Joint Meeting, Paso Del Norte – Chapter 17, “Geographic Information Systems (GIS) in the bi-national tri-state region” May 26, 2005, El Paso, TX.
6. Key role in establishing PdNMaPA as an official regional GIS organization, January 2005, and recognized by El Paso Water Utilities, May 11, 2005. Serving as Secretary of the PdNMaPA Executive Committee, January 2005 – December 2007, El Paso, TX.

Personal Activities:

Baseball	Head Coach, City of El Paso Youth Baseball League, 12 and under Pee Wee Reese Division, Team Outsiders. 2 nd year as head coach, 7 th year volunteering as youth baseball coach.
Tennis	City of El Paso league and USTA 4.0 rank member, 6 th year of competitive participation.
Softball	City and County of El Paso Leagues, 12 years of competitive participation.

Relevant Skills:

Computer:	Proficient with the following software: ArcGIS 9.x, ArcView 3.x, ProMax v.7, GMT, AutoCAD, EVS, ER Mapper, Trimble Geomatics Office and Pathfinder Office. Additional Software experience, though not as extensive includes: ENVI, ERDAS Imagine, and MapInfo Programming languages: C++, Avenue.
Languages:	Fluent in speaking and writing Spanish.

Notable Awards:

2005	Outstanding Graduate Thesis in Science, Graduate School, University of Texas at El Paso. May 2005, El Paso, Texas.
2004	Outstanding Graduate Student in Geophysics, Geosciences Department, University of Texas at El Paso. August 29, 2005, El Paso, Texas.
2003	ESRI Special Achievement in GIS, Paso Del Norte Mapping for Public Access, 2003 ESRI International User Conference, San Diego, California.